



Planning and Development Services

10 N. Bemiston Avenue • Clayton, Missouri 63105-3397 • (314) 727-8100 • FAX: (314) 863-0296 • TDD: (314) 290-8435

Planning Internship

About the position

- The work schedule will average 40 hours per week for 8 weeks over the summer. The dates are flexible depending on selected candidate's schedule.
- The pay for this position is \$10.00 per hour.
- Potential projects include drafting zoning code amendments; research, data collection and analysis; planning and participating in public outreach; assistance with implementation of the downtown Master Plan; GIS mapping; and administrative support.

Skills we are looking for

- College senior or graduate student in urban planning, public policy, geography or a related field.
- Familiarity with GIS.
- Excellent communication skills, both oral and written.
- Strong commitment to public service and community improvement, with a particular interest in planning, zoning, building/permitting and code enforcement services.

About the Department of Planning and Development Services

- Provides planning, zoning, building and code enforcement services to a community of 16,000 residents with an estimated daytime population of 46,000.
- Small department located in central downtown that provides a variety of services to residential, business and development professionals in a strongly respected community.
- A teamwork-oriented atmosphere that values creativity, strong work ethic and flexibility.

How to apply

- Apply online at www.claytonmo.gov/jobs
- Deadline to apply is **Monday, March 14, 2016**

For More Information

- Louis Clayton
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www.claytonmo.gov/Planning